CO-PAYMENTS – EXEMPTING ELIGIBLE MEDICAID RECIPIENTS

New: 09/01/05

Effective: 09/01/05

INTRODUCTION: Some Medicaid recipients are exempt from paying a co-payment for certain Medicaid covered services. This procedure is to be used when PACMIS does not give the automatic exemption and there is a need to notify Medicaid Operations so the information can be entered into the MEES system for the exemption.

NOTE: Households that meet the low-income criteria to exempt adult members from a co-payment will not automatically be exempted by PACMIS.

1. **Determine which exemption will apply to the customer according to policy in the Dept of Health Manual, Section 603-1, #2, E.**

    - Children under 18.

    - Pregnant women beginning the month after they have reported and verified the pregnancy with their eligibility worker.

    - Residents of nursing homes whose income is limited to a small personal needs allowance.

    - Individuals whose household's gross income is less than the FEP payment level for a household of the same size. All income is counted for this gross income test, including FEP payments and SSI benefits. Being on FEP or SSI alone does not exempt a person from having to pay co-payments.

2. **Send an E-mail to Nanette Waters, Medicaid Operations, with the following information:**

    - Customer Name

    - PACMIS Case Number

    - Medicaid ID Number (HLCI)

    - Reason for the exemption

    - Month(s) of exemption

NOTES:

- The policy for Bureau of Eligibility Services is to allow an exemption for the current month and up to two months into the future. The exemption will not be allowed past the two months unless a new email is sent with the above information. If it is uncertain if the customer will meet the requirements for the exemption past the current month, the exemption will be allowed only one month at a time.

- If retro months are exempted, there is no guarantee the client will be reimbursed for previous paid co-payments.

- If the customer becomes ineligible for the exemption, send an email to reverse the months that have been exempted.

    o Example: Customer exempted May, June, and July. Customer received an inheritance at the in the middle of May with continued monthly dividends. Customer is no longer eligible for exemptions for June or July because of increased income. Send an email to reverse the exemption.

3. **Nanette Waters will send an email to the worker once the exemption has been applied.**